

	MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES CHILD AND ADULT CARE FOOD PROGRAM EMERGENCY/HOMELESS SHELTERS POLICY & PROCEDURE MANUAL	ISSUED 6/1/02	REVISED 4/09	CHAPTER 3	SECTION 3.1
CHAPTER Chapter 3. Applying to the Program		SUBJECT Forms to Complete			

An application for participation in the Child and Adult Care Food Program (CACFP) must be submitted to the Missouri Department of Health and Senior Services – Bureau of Community Food and Nutrition Assistance (MDHSS-BCFNA) with a renewal submitted on an annual basis. The types of forms to be submitted are dependent upon the type of facility (public or private non-profit organization, or a sponsoring organization) applying to the Program. An independent organization enters into a contract with MDHSS-BCFNA to assume final administrative and financial responsibility for Program operations. A sponsoring organization is entirely responsible for the administration of the food program in two or more emergency shelters.

The CACFP program and application information is located on the CACFP website at www.dhss.mo.gov/cacfp. Print the application packet and instructions for Emergency/Homeless Shelters. Complete the forms, sign, date, and submit the following information according to the instructions either via U.S. Postal Service or on-line as instructed:

First Time Applicants

- Application, 3 pages (CACFP-2)
- Statement of Affiliation form (CACFP-208)*
- Budget (CACFP-209)
- Vendor Input Form (MO 300-1489N)
- Menu Forms (CACFP-210) Submit two (2) weeks of menus for each meal served*
- Vendor ACH/EFT Application (MO-300-1608E)*
- Network User Access Request form (MO 580-1854E)*
- Copy of IRS letter 501(c)(3) for tax exemption status*
- Board of Directors Listing

Sponsoring Organizations of Shelters must complete and submit:

- Application for Participation and Management Plan for Sponsoring Organizations (Form # 1)
- Application for Facility in the CACFP for each shelter under the sponsoring organization's jurisdiction (Form # 2)
- Program Services Contract (for renewal only)
- Vendor ACH/EFT Application (MO-300-1608E)*
- Two weeks of menus for each shelter for all meals or snacks claimed*
- Federal IRS tax exempt letter for the sponsoring organization and for each non-profit shelter under the sponsor's jurisdiction, unless the shelters are under the sponsoring organization's corporate umbrella.
- Network User Access Form (MP-5801854-E)*
- Vendor Input Form (MO-300-1489N)*

*Submit only if first time applying to the CACFP.

Reference: 7CFR226.6(b)